## **Information Resource Access Request**

<b>Employee Identification</b>	Type of Action	
Name	☐ Computer Access☐ Pager/Telephone Access	☐ Telecommunications☐ ID Badge
Social Security Number  (LAST 4 DIGITS ONLY!!!)  Job Title WIN	☐ New Employee ☐ Current Employee ☐ Terminate Employee	☐ Add ☐ Change ☐ Delete  Contract or
PIN	Effective Date Ac	Employment Termination Date  tv Rptg
Location: Building/Room  Phone Number	Unit Security Contact Signat	ure
Justif	ication	
Decent/Telenhous Assess	ID B	a dec
Pager/Telephone Access	ID B	adge
Pager/Telephone Access  □ Pager: □ Local Area □ Statewide □ Wide Area		Access
☐ Pager:	ID Card	Access
□ Pager: □ Local Area □ Statewide □ Wide Area	ID Card Employee Class: (MSDH or Co	Access
□ Pager: □ Local Area □ Statewide □ Wide Area  Coverage □ Tone Vibration Display □ Tone/Voice	Employee Class: (MSDH or Co. Picture Number/Name:	Access
□ Pager: □ Local Area □ Statewide □ Wide Area  Coverage □ □ Tone Vibration Display □ Tone/Voice □ Messaging (80 characters) □ Telephone Services: □ Long Distance Authorization Code (LDAC) □ Charge Calling Card	Employee Class: (MSDH or Co. Picture Number/Name:	Access
□ Pager: □ Local Area □ Statewide □ Wide Area  Coverage □ Tone Vibration Display □ Tone/Voice □ Messaging (80 characters) □ Telephone Services: □ Long Distance Authorization Code (LDAC)	Employee Class: (MSDH or Co. Picture Number/Name:	Access  Intract Employee)
□ Pager: □ Local Area □ Statewide □ Wide Area  Coverage □ Tone Vibration Display □ Tone/Voice □ Messaging (80 characters) □ Telephone Services: □ Long Distance Authorization Code (LDAC) □ Charge Calling Card  Health Informatics Use	Employee Class: (MSDH or Co. Picture Number/Name: Bldg entrance or office door(s):	Access  Intract Employee)
□ Pager: □ Local Area □ Statewide □ Wide Area  Coverage □ Tone Vibration Display □ Tone/Voice □ Messaging (80 characters) □ Telephone Services: □ Long Distance Authorization Code (LDAC) □ Charge Calling Card  Health Informatics Use  Health Informatics Signature: □	Employee Class: (MSDH or Co. Picture Number/Name: Bldg entrance or office door(s):	Access  Intract Employee)
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